



**NATIONAL GUARD BUREAU**  
111 SOUTH GEORGE MASON DRIVE  
ARLINGTON VA 22204-1373

ARNG-HRR

8 March 2019

**MEMORANDUM FOR Army National Guard (ARNG) Recruiting and Retention Force (RRF)**

**SUBJECT: SMOM 19-013, Strength Maintenance Training Center (SMTC) Non-career Recruiter (NCR) Course Prerequisites**

1. Reference. A complete list of references is in enclosure 1.
2. This memorandum is the single reference for attending the NCR course at the SMTC. Effective with the publication of this memorandum, SMOM 18-058 is rescinded.
3. Coordination. The SMTC will provide all students registered within the Army Training Requirements and Resource System (ATRRS) detailed content pertaining to in-processing and completing any interactive multimedia instruction (IMI) requirements within 30 days of the course start date. Students who fail to in-process properly within 72 hours following the training start date will be recommended for dis-enrollment from the course.
4. Recruiting and Training Cadre Suitability.
  - a. Effective 8 Nov 18, all students attending a course requiring suitability approval must meet the suitability memorandum signed by the Recruiting and Retention Commander (RRC) stating the student has met the suitability screening criteria as outlined in AD 2018-16.
  - b. Effective 7 Jun 19, all students attending a course requiring suitability approval must meet suitability requirements identified by SMOM 19-009. Students must report on day one with an approved HRR Form 600-1, which includes any appropriate attachments and endorsed by the RRC. Any student who has an approved appeal must provide the memorandum signed by the approving authority.
5. **805B-SQI4, Non-career Recruiter Course, SQI4.**
  - a. Purpose: This course provides ARNG enlisted Soldiers with the knowledge, skills, and techniques to perform as an ARNG Recruiting and Retention Noncommissioned Officer (RRNCO).
  - b. Prerequisites: Any Soldier that does not meet the course prerequisites will be returned to their assigned State and non-enrolled in the course. Soldiers must-

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(1) have a minimum General Technical (GT) score of 110. This requirement is waivable with GT score of 100 or GT score of 95 and Skilled Technical (ST) of 95. See paragraph g.

(2) have State-Power User access to the Director's Personnel Readiness Overview (DPRO) and Retention Management System (RMS) within 72 hours of reporting. Soldiers must maintain State level access for the duration of the course and assignment as a RRNCO. Access to these systems are requested at the SMMS or G1 Portal. Access is to be granted by the Soldier's home state. No waiver authorized.

(3) have a four-digit Recruiter Station Identification (RSID) by the first day of training. Soldiers need to be assigned at least three zip-codes and two schools in the Force Structure, Address, and ZIP code Realignment System (FAZR).

d. Target audience: ARNG enlisted Soldiers in the rank SGT-SFC, who possess an Army MOS and projected to fill, or currently assigned to, a valid 79T or SQI4 recruiting and retention position.

(1) Exceptions may be considered for Soldiers in rank SPC/CPL. These Soldiers must have at least three years of time in service and be a graduate of the Basic Leader Course. See paragraph g for requesting an exception to policy (ETP).

(2) Soldiers in the rank of MSG and above are not authorized to attend this course. No exceptions will be considered for these Soldiers.

e. Training seats will be filled by priority:

(1) AGR Soldiers in a valid recruiting and retention Table of Distribution and Allowances (TDA) paragraph and line number, with a production mission requirement.

(2) Full-Time National Guard Duty Operational Support (FTNGD-OS) Soldiers projected to occupy a valid recruiting and retention TDA paragraph and line number, with a production mission requirement.

f. Length: This course is scheduled for five weeks. Soldiers are required to attend this training within six months of being assigned or first available course.

g. Exceptions to Policy (ETP) and Waiver request guidance:

(1) ETPs and waivers are considered for approval on a case-by-case basis and must be submitted as outlined within this memorandum.

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- (2) Line Score Waiver (LSW) requests must include proof of ASVAB line scores.
- (3) Requests for an ETP or waiver must be submitted within five business days of the course start date.
- (4) The Chief, SMTC is the final approval authority for any single rank ETP or LSW as outlined in this memorandum.
- (5) Chief, Strength Maintenance Division (ARNG-HRR) is the final approval authority for any combination of two or more ETPs or other waiver request. These requests must be submitted to the Chief, SMTC who will route to ARNG-HRR.
- (6) ETP and waiver request will be processed in the following manner:
  - (a) Soldier uploads request memo into Blackboard in the appropriate column (LSW, ETP, or combination) within five business days of the course start date.
  - (b) SMTC Operations will process each waiver request.
  - (c) Processed requests will be uploaded into Blackboard by SMTC Operations. The requesting Soldier and Recruiting and Retention Battalion (RRB) will be notified of any disapproved requests via e-mail.
- h. APFT: Soldiers are required to pass the Army Physical Fitness Test (APFT) as a graduation requirement. Soldiers who fail the initial APFT will be given one retest. Soldiers who fail the retest will be dis-enrolled from the course and returned to their State.
  - (1) Soldiers who fail the APFT will be issued an Academic Evaluation Report (DA Form 1059) that reflects "Failed to Achieve Course Standard".
  - (2) Soldiers who are over 40 years old, are required to have an over 40 physical as outlined in AR 40-501. These Soldiers will hand-carry a copy of their PHA. Soldiers with permanent profiles may be considered for enrollment as outlined in AR 350-1.
- i. Height and Weight Standards: Soldiers will be screened as outlined in AR 600-9 on day one. Soldiers who fail to meet the screening requirements will only be enrolled if the recommended weight loss can be obtained within 24 days. As outlined in AR 600-9, para 3-9, monthly weight loss of 3 to 8 pounds or 1 percent of body fat is considered to be safe and attainable. Soldiers exceeding authorized body fat and weight will only be authorized to enroll in the course if they are within 7 pounds or no more than 1 percent.

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Soldiers who fail to meet this standard during their second screening will be dis-enrolled under the same guidance of the APFT failure. Soldiers will be rescreened on a date determined by the course manager.

j. Profiles: A physical profile rating of 132221 is required for all Soldiers attending this course. Soldiers with medical profiles due to operational deployments will be permitted by their immediate commanders to attend appropriate courses within the guidelines of their profile. Soldiers must arrive at the course with a copy of their profile and a memorandum signed by their commander, stating the profile is a result of injuries sustained during deployment.

(1) Soldiers with temporary profiles that are not a result of operational deployment and prevent full participation in the course will be removed or deferred from school attendance consideration by their immediate commander until the profile is removed.

(2) Soldiers with permanent profiles may be considered for enrollment as outlined in AR 350-1. Soldiers with permanent designator of "2" in the physical profile must include a copy of DA Form 3349 (Physical Profile) as part of the course application. They will be eligible to attend and train within the limits of their profile provided they can meet course graduation requirements. Soldiers with a permanent designator of "3" or "4" in their physical profile must include a copy of DA Form 3349 and the MOS Administrative Retention Review (MAR2) results as part of the course application.

(3) Soldiers receiving temporary or permanent physical profile limitations after starting resident training will be evaluated by the Chief, SMTC to determine continued enrollment. Soldiers who have met, or will be able to meet, graduation requirements will continue to be trained within the limits of their profile. Soldiers who are unable to meet graduation requirements will return to their unit.

(4) Soldiers with a temporary or permanent shaving profile are not eligible to attend this course.

5. This memorandum remains valid until 30 September 2020, unless rescinded by this office.

6. POC for this action is MSG Kevin D. Melton at kevin.d.melton.mil@mail.mil.

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3 Encls

1. References
2. HRR Form 600-1
3. ETP/LSW Waiver Request

*Bar R W Jr LTC, EN*

ROBERT E. KUSTER II

COL, AG

Chief, Strength Maintenance Division  
Army National Guard